

DATE: 6/02/2011

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00100713

B2011000122

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

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VENDOR:

BUYER: J. Lotz

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 6/28/2011 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$30,000.00 a corporate resolution or other signature authorization appropriate for bidder's type of business organization must be submitted with the bid, unless bidder has complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O).

NOTE: Jefferson Parish will no longer provide a sample copy of the Corporate Resolution Form with the bid documents. A sample can be downloaded from our website www.purchasing.jeffparish.net or you may provide your own document.

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at WWW.JEFFPARISH.NET/BIDS

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

**IN ACCORDANCE WITH RECENT STATE LEGISLATION JEFFERSON PARISH IS NOW OFFERING
ELECTRONIC PROCUREMENT TO ALL VENDORS**

JEFFPro is the current Electronic Procurement System being used by the Parish. This system allows vendors the convenience of entering and submitting their pricing online. This is a secure site and no one has access to bid information.

Please follow the Purchasing Department link at purchasing.jeffparish.net to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

14, 16

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana State Contractor's License may be required in accordance with LSA-R.S. 37:2150 et seq. If providing information on the internet (JEFFPro) please enter license number in the vendor comment section of the bid form.
4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid, including all alternates.
11. Affidavits required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and Affidavit of Notice of Fee Disposition are to be submitted within 15 working days of the bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2224 or LSA-RS:2196.1.
12. This is a requirements contract to be provided on an as needed basis.
13. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
14. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
15. Affidavit of Notice of Fee Disposition must be signed, notarized and submitted with every bid in excess of \$10,000. If applicable, the second page must be attached. Failure to comply will cause bid to be rejected. Successful vendor shall be required to provide an original signed and notarized Affidavit of Notice of Fee Disposition within 5 days of the date of notice from the Purchasing Department. Failure to comply will cause bid to be rejected.
16. **NON PUBLIC WORK BIDS** – Original Affidavits required; Non-Collusion Affidavit, Campaign Contribution Affidavit, and Affidavit of Fee Disposition must be submitted within 15 working days of the bid opening to the Purchasing Dept. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive bidder in this event.

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BID FORM

Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00100713

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	5	EA	<p>A PURCHASE OF A QUANTITY OF PRE-KINDERGARTEN COMPUTER LEARNING CENTER WITH TABLE AND PRINTER</p> <p>0001 - COMPUTER LEARNING CENTER WITH PRINTER AND TABLE</p> <p>SEE ATTACHED SPECIFICATIONS</p> <p>MANUFACTURE: HATCH PART NO. iStartSmart Pre-K</p> <p>INCLUDES A COMPREHENSIVE SOLUTION FOR THE ALL-IN-ONE STARTSMART COMPUTER LEARNING CENTER.</p> <p>NEEDS TO INCLUDE THE FOLLOWING: WARRANTY LIFETIME, TOLL-FREE TECHNICAL SUPPORT, A TWO-YEAR WARRANTY ON ALL PARTS AND LABOR</p>		

ISTART SMART Computer Learning Center

A comprehensive solution for the classroom, the All-in-One IStartSmart Computer Learning Center utilizes the latest multi-touch computer technology.

ECLaunch

Each Computer Learning Center is configured with ECLaunch which is a desktop management system that allows for safe, child-directed exploration and use.

All software programs can be accessed within ECLaunch. Education experts have tested and selected software which complements literacy, numeracy, problem solving, critical thinking and creative expression objectives.

IStartSmart

IStartSmart is a research and standards based educational software program designed to increase school readiness skills. IStartSmart includes Shell Squad Games and Henry's Hideout

Includes

All-In-One Table: Birch Plywood 36"Wx 30"D adjust 16-22 ½ "H. Table features built-in keyboard storage-rack and an inset printer shelf.

Epson Stylus C88 Color Ink Jet Printer features efficient ink usage with individual ink cartridges. Includes cable and paper.

Warranty

Lifetime, toll-free technical support, a two-year warranty on all parts and labor, interactive on-site workshops and retraining for as long as customers have a Computer Learning Center Operating in the classroom.

Installation, Training & Customer Service Guarantee

The successful integration of a Computer Learning Center within an early childhood classroom requires proper installation, set-up and staff training. With the purchase of a Hatch All-In-One Computer Learning Center, a Hatch representative will install the system, advise teachers on technology implementation, and will provide interactive staff workshops to ensure that the Computer Learning Center becomes an active, child directed interest area in the classroom. These services are both complimentary and unlimited!

**TeachSmart® Learning System CPU
HARDWARE SPECIFICATIONS**

CPU	Intel Core 2 Duo 2.93 GHz Processor 1066 MHz front Side Bus
OPERATING SYSTEM	Microsoft Windows 7 Professional
MEMORY	2 GB DDR2 Memory
HARD DRIVE	320 GB Serial ATA Hard Drive
Peripherals	2 PCI Bus Sides 4 Hi Speed USB 2.0 Ports – Back 2 Hi Speed USB 2.0 Ports – Front
Audio	Front Audio Port Intel High Definition Audio Realtek ALC800 Audio Codec Amplified Stereo Speakers – 24 Watts Headset Microphone (noise-reducing)
LAN	Window G54Mbus 802.1 Hg Network Card Broadcom NetLink Gigabit Ethernet Controller
Mouse/Keyboard	104-Key USB Windows Enhanced Keyboard Optical USB Scrolling Mouse
Anti-Virus	Microsoft Security Essentials
Surge Protector	120v 15 amps circuit breaker, 1402 Joules
Software	Notebook Software Microsoft Works
Computer Cabinet	Sturdy Baltic Birch Cabinet with Nickel Turlock Front Door 28¼” W x 32¼” H x 12” D Assembled

AFFIDAVIT

STATE OF LOUISIANA
PARISH OF JEFFERSON

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND
APPEARED _____, WHO AFTER
BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY
AUTHORIZED _____ OF _____
(HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A
BID FOR _____,
BID NO. _____ AND SAID AFFIANT FURTHER SAID:

- 1) That bidder employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
- 2) That no part of the contract price received by bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
- 3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
- 4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
- 5) Said bidder is not intended to secure an unfair advantage of benefit from the Parish of Jefferson or in favor of any person interested in the proposed contract.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, 20____

NOTARY PUBLIC

CAMPAIGN CONTRIBUTION AFFIDAVIT

STATE OF LOUISIANA
PARISH OF JEFFERSON

Before me, the undersigned authority, personally came and appeared:

_____, who after being by me duly
sworn, deposed and said that he/she is the fully authorized
_____ of _____ the party who
submitted a bid or proposal for _____,
no. _____, and said affiant further said:

Attached hereto is a list of all campaign contributions made to elected officials of the
Parish of Jefferson during the current term, and that he/she has not made any contributions
to or in support of elected officials of the Parish of Jefferson through or in the name of
another person or legal entity, either directly or indirectly.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, 20____.

NOTARY PUBLIC

AFFIDAVIT OF NOTICE OF FEE DISPOSITION

PURSUANT TO LA. R.S. 38:2196.1, any person or other entity that enters into any contract awarded without bidding with a state entity or local entity, or any contract with a local entity exceeding ten thousand dollars awarded with bidding, in which a commission, fee, or other consideration is paid to the contractor for the contractor to sell to or provide to the state entity or local entity any commodity, goods, brokerage service or other service of any kind, insurance, or anything of value, then the full disposition, splitting, or sharing of such commission, fee, or other consideration ~~shall be disclosed to the state entity or local entity by the contractor in writing~~ by an **AFFIDAVIT OF NOTICE OF FEE DISPOSITION**.

- ☐ ORIGINAL FEE DISPOSITION (DATE CONTRACT ENTERED: ____/____/____)
☐ AMENDMENT (DATE FEE DISPOSITION AMENDED: ____/____/____)

NAME OF CONTRACTOR: _____

NAME OF AUTHORIZED AGENT (PRINT): _____

MAILING ADDRESS: _____

NAME OF STATE OR LOCAL ENTITY _____

- ☐ STATE CONTRACT WITHOUT BIDDING
☐ LOCAL CONTRACT WITHOUT BIDDING
☐ LOCAL CONTRACT WITH BIDDING (EXCEEDING \$10,000)

VALUE OF COMMISSION, FEE, OR OTHER CONSIDERATION TO THE CONTRACT: \$ _____

PARTIES TO RECEIVE DISPOSITIONS, SPLITS, OR SHARES OF THE COMMISSION, FEE, OR OTHER CONSIDERATION

- ☐ SCHEDULE A COMPLETED AND ATTACHED

CERTIFICATE OF ACCURACY

I hereby certify that the information contained herein is true and correct to the best of my knowledge, information, and belief; and that this Notice shall be attached to and made a part of the contract for which the commission, fee, or other consideration is paid and shall be recorded in the public record.

Signature (Authorized Agent)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS ____ DAY OF _____, 20__

Signature (Notary Public)

**SCHEDULE A: PARTIES TO RECEIVE DISPOSITIONS, SPLITS,
OR SHARES OF THE COMMISSION, FEE, OR OTHER CONSIDERATION**

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		

FULL NAME OF RECIPIENT (PRINT): _____		
<input type="checkbox"/> SPLITS: _____	<input type="checkbox"/> FEE \$ _____	<input type="checkbox"/> COMMISSION SHARES: _____
<input type="checkbox"/> OTHER CONSIDERATION: _____		